

## Instructions for Completing the Transition from Part C to Part B (EEE) Form

Please complete a form for EACH child you are notified of who resides in your catchment area and who is on an Individual Family Service Plan (IFSP).

### Background Information:

Enter the child's full name, date of birth, and town in which the child resides. Fill in the name of the district or supervisory union.

**#1** – Fill in the date when you received written notification that a child and family who reside in your district or supervisory union is receiving Part C (FITP) early intervention services. The written notification may be sent as an email, a written list, a note, or another form of documentation. A phone conversation is not adequate. This notification must be received at least 6 months before the child's third birthday.

**#2** – Will this child transition to EEE? If "yes," skip question #3 and answer questions #4 and #5. If this child will **not** be entering EEE, check "no" and only answer #3.

**#3** – Indicate why the child will not be entering EEE.

**#4** – Fill in the date of the child's Transition Meeting. If that date is at least 90 days before the child's third birthday, check "yes." If that date is **not** at least 90 days prior to the child's birthday, check one of the boxes that begins with "no." If you are informed by the FITP service coordinator that the reason for the delay is due to family circumstances or the parents' or guardians' unwillingness to consent, check the appropriate box. If there's another reason for the delay, check the last box and briefly write in the reason.

"Family circumstance" is defined as:

- a lack of response from parents after the district or FITP has made reasonable attempts to contact the parent (these attempts can be documented),
- the rights of the parents have been terminated, or
- the parents repeatedly fail to show up.

Fill in the name and title of the person from the district or supervisory union (LEA) who attended the Transition meeting. Reminder: State and federal regulations require that at least one LEA representative attends the Transition meeting.

**#5** - Fill in the date the Individualized Education Plan (IEP) was developed and signed. Indicate if the IEP was developed and Form 6 of the IEP signed prior to the child's third birthday. If the date is before the child's third birthday, check "yes." If that date is **not** before the child's birthday, check one of the boxes that begins with "no." If the reason for the delay is due to family circumstances (refer to definition above) or the parents' or guardians' refusal to consent, check the appropriate box. If there's another reason for the delay, check the last box and briefly write in the reason.

If you are completing the form, fill in your name, email address, and phone number. Please print legibly.

Thanks!